

U.S. MISSION CONAKRY- GUINEA
ANNOUNCEMENT NUMBER: 2016-023

David W. Simpson /Management Officer

Open to: ALL INTERESTED CANDIDATES/ALL SOURCES

Position: ADMINISTRATIVE CLERK, FSN-6*

Opening date: June 29, 2016

Closing date: July 13, 2016

Work hours: FULL-TIME; 40 HOURS/WEEK

SALARY: * Ordinarily Resident (OR) in Guinea: **58 371 304 GNF P.A.** (position grade FSN-6*)

*IF CANDIDATE IS A "NOR" CANDIDATE OR "AEFM" CANDIDATE, PLEASE CONTACT HR FOR ADDITIONAL INFORMATION ON COMPENSATION

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Conakry, Guinea is seeking an individual for the position of ADMINISTRATIVE CLERK, FSN-6* within the Information Resource Management (IRM) section.

Only complete application: filled DS-174 + documentation (Education and Work including start and end dates, certificates, trainings, awards, driver's license) that address the qualification requirements of the position will be **considered for screening.**

THERE IS NO FEE WHATSOEVER TO SUBMIT AN APPLICATION.

CONTACT THE HUMAN RESOURCES OFFICE AT EXT 4178/4458 FOR ANY PROBLEM ENCOUNTERED WHEN DROPPING OFF YOUR APPLICATION.

PLEASE NOTE THAT DUE TO THE HIGH NUMBER OF APPLICATIONS; ONLY SHORT-LISTED CANDIDATES WILL BE CONTACTED.

BASIC FUNCTION OF POSITION:

The incumbent will serve as the Administrative Clerk to the Information Management Officer (IMO) and is responsible for coordinating the day-to-day operations of the Information Resource Management (IRM) Section. Will perform a variety of administrative and secretarial duties in support of the IMO; responsible for the management of all IRM documents, satellite phone and radio inventories; IRM Time

Keeping; and Post's Telephone Directories. Also manages Special Projects for the IMO in support of the Post Profile, events planning, etc., and maintains the IRM Gratuities Lists. As required, will serve as a back-up for the Telephone Operators.

QUALIFICATIONS REQUIRED:

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

a. Education:

Completion of secondary school is "required".

b. Prior Work Experience:

Individual should have two years of prior experience in office management or secretarial specialty experience.

c. Language Proficiency:

Level IV (Fluent) of English is required.

Level III (Good working knowledge – speaking/reading/writing) of French is required.

Language proficiency will be tested.

d. Knowledge, Skills and Abilities:

General knowledge of inventory management, time and attendance management and general security is "required". Knowledge of business accounting standards to process billing and repair records in coordination with the B&F/GSO Sections. Should be familiar with the principles of office management, techniques and processes related to the job. Individual should have a strong working knowledge of the organizational structure of medium/large organizations.

Individual should be proficient in Microsoft (MS) Windows based PC applications such as Word, Excel, Access Database and Powerpoint. Should be able to create various document formats, create and maintain spreadsheets and databases, and design and prepare graphical presentations. Should be able to perform "basic" translations of French documents into English, and proficient in drafting official correspondence into English for Mission-wide distribution.

Selection Process:

When qualified, applicants who are U.S. Citizen Eligible Family Members (USEFMs) and/or preference-eligible U.S. Veterans are given a preference in hiring. Therefore, it is essential that these applicants make themselves known as having a hiring preference and specifically address the required qualifications above in their application

HIRING PREFERENCE ORDER:

- 1) USEFM who is ALSO a preference-eligible U.S. Veteran
- 2) USEFM OR a preference-eligible U.S. Veteran
- 3) FS on LWOP

ADDITIONAL SELECTION CRITERIA

4. Current NOR employees hired on a Family Member Appointment (FMA) or a Personal Service Agreement (PSA) are not eligible to apply within the first 90 calendar days of their employment, unless they have a When Actually Employed (WAE) work schedule.

5. The candidate must be able to obtain and hold a valid security clearance and medical clearance.

TO APPLY:

Interested candidates for this position must follow the instructions for completing the application form (pages 7-12 of the DS-174 form) and submit the following for consideration:

1. Universal Application for Employment as a Locally Employed Staff Family Member (**DS-174**), which is available at http://conakry.usembassy.gov/job_opportunities.html or at the U.S. Embassy's main entrance; **plus**
2. A **current resume** or curriculum vitae; **plus**
3. The **supportive document including starting and end dates** for the: Education, Working experience, and skills and abilities that addresses the qualification requirements of the position as listed above.

IMPORTANT: Applicants claiming a U.S. Veteran's preference must submit written documentation confirming eligibility (e.g., Member Copy 4 of Form DD-214, Letter from the Veteran's Administration, or certification documenting eligibility under the VOW Act with an expected discharge no later than 120 days after the certification is submitted) by the closing date of the vacancy announcement. If the written documentation confirming eligibility is not received in the HR office by the closing date of the vacancy announcement, the U.S. Veteran's preference will not be considered in the application process. Specific criteria for receiving a U.S. Veteran's preference may be found in HR/OE's Family Member Employment Policy (FMEP).

As of April 1, 2014, any U.S. veteran who accepts a locally recruited position abroad may not invoke this preference again with the same agency at the same post. Exception: Any preference-eligible veteran employed before April 1, 2014 may invoke the Veteran's Hiring Preference once more with the same agency.

SUBMIT APPLICATION TO:

ConakryHR@state.gov

Telephone: 655 10 40 00 Fax: 224 -655 10 42 97

CLOSING DATE FOR THIS POSITION: July 13, 2016

The U.S. Mission in Conakry provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The U.S. Mission also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.